



6 Steps to Boost **Data Entry Accuracy**

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Typical Data Entry Errors



Inputting Data

Unintended mistype can lead to a big and bad outcome.

Incorrect Formatting

Data is input in an incorrect order

Missing Data

Missed values occurs when handling too much information.

Improve Data Entry Accuracy and Productivity



Maintain Work Speed

Sustaining a work speed at the same time meeting the deadline of the task. Speed should not be the only priority.



Limit work load

Again , quality over quantity. Having just a good amount of pressure really lessen errors.



Review

You can't go wrong with double-checking your work.

Improve Data Entry Accuracy and Productivity



Do not use the mouse

**Try practicing yourself
not using a mouse.
Eventually you will see
how the mouse delay
your input rate.**



Comfortable workspace

**Give yourself a break
to keep your mind
fresh and active.**



Take advantage of the Technology

**Using technology to
simplify the data entry
problems like spellings,
wrong inputs etc.**